

**MINUTES – CITIZENS OVERSIGHT/ FINANCE
ADVISORY COMMITTEE
REGULAR MEETING – MARCH 20, 2018
VETERANS MEMORIAL HALL – 3:30 P.M.**

MEMBERS PRESENT:	Barbara Spagnola	Chairperson
	John Martin	Vice-Chairperson
	Dawn Addis	Member
	Bart Beckman	Member
	David Betonte	Member
	John Erwin	Member

STAFF PRESENT:	Jennifer Callaway	Finance Director
	Sandy Martin	Budget and Accounting Manager
	Valerie Webb	Senior Accounting Technician
	Chief Knuckles	Fire Chief
	Chief Allen	Police Chief
	Rob Livick	Public Works Director

ESTABLISH A QUORUM AND CALL TO ORDER

A quorum was established with 5 members present and the meeting was called to order at 3:30 p.m. Member John Erwin arrived at 3:33 p.m.

COMMITTEE MEMBERS ANNOUNCEMENTS & PRESENTATIONS

No committee member announcements or presentations.

PUBLIC COMMENT PERIOD

<https://youtu.be/-yrlpJe3ic0?t=1m37s>

No public comment.

A. CONSENT CALENDAR

1. APPROVAL OF MINUTES FOR THE FEBRUARY 20, 2018, REGULAR CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE MEETING
<https://youtu.be/-yrlpJe3ic0?t=2m27s>

MOTION: Member Martin moved to approve the CFAC meeting minutes of February 20, 2018 as presented. Member Betonte seconded and the motion carried 5-0.

Later noted by Member Addis that in section C-3 a correction was needed to read committee member rather than council member.

B. BUSINESS ITEMS

1. BRIEF FINANCE DEPARTMENT UPDATE – OPENGGOV, CSMFO
<https://youtu.be/-yrlpJe3ic0?t=3m5s>

Finance Director Jennifer Callaway presented a brief finance department update including OpenGov deployment progress and staff experience at CSMFO conference.

No public comment.

2. PRESENTATION AND DISCUSSION OF THE FY 2016/17 COMPREHENSIVE ANNUAL FINANCIAL REPORT
<https://youtu.be/-yrlpJe3ic0?t=11m42s>

Finance Director Callaway presented the staff report, the Pun Group had a scheduling conflict and was unable to attend.

Finance Director Callaway answered questions regarding the increasing values in pension liability, a budget deficit in administration, and the state water contract. The Committee concurred with auditor and management recommendations to implement a purchase order system and encourages returning to centralized accounts payable.

3. DISCUSSION AND INPUT ON PREPARATION OF MEASURE Q FY 2018/19 BUDGET
<https://youtu.be/-yrlpJe3ic0?t=1h15m17s>

Fire Chief Knuckles presented on the department use of Measure Q funds, particularly staffing, fleet replacement and debt service on the new station. Police Chief Allen presented on the department use of Measure Q funds, highlighting staffing levels and training needs. Public Works Director Livick presented on the department use of Measure Q funds, especially as it relates to pavement management.

4. DISCUSSION AND INPUT ON FY 2018/19 OPERATING BUDGET

Due to lack of time, this agenda item was not covered, scheduled for next meeting.

5. REVIEW OF SECOND QUARTER INVESTMENT REPORT FOR FY 2017/18
<https://youtu.be/-yrlpJe3ic0?t=2h23m20s>

Reviewed and accepted.

6. SUBCOMMITTEE UPDATES

None.

7. FUTURE AGENDA ITEMS

Comprehensive review of proposed FY 2018/19 Measure Q and Operating Budgets.

C. SCHEDULE NEXT MEETING

The next Regular Meeting of the Citizens Finance Advisory Committee is scheduled for Wednesday, April 25, 2018.

D. ADJOURNMENT

<https://youtu.be/-yrlpJe3ic0?t=2h25m36s>

The meeting adjourned at 5:55 p.m.

Recorded by:
Valerie Webb